

Transfer/Promotional Opportunity

STREET REPAIR DISTRICT MANAGER

The Street Repair District Manager is assigned to on one of two Street Maintenance districts in the city and is responsible for planning, programming, coordinating and scheduling all Street Maintenance activities within their assigned district. This involves scheduling and coordinating the work activities of 10 to 15 crews.

ESSENTIAL FUNCTIONS

- Assign, supervise, and direct the work of various crews engaged in street repair activities.
- Plan, coordinate, and schedule all street repair-related activities including asphalt overlays, slurry seal projects, crackfilling and joint repair.
- Review each crew leader's daily time sheet for accuracy and verify the proper disbursement of labor, equipment and material to the correct work order number.
- Organize and train field crews, review productivity of field crews, determine and direct safe work procedures, and direct snow removal crews.
- Be responsible for contractual work including: direct preliminary survey to determine area and limits of project, prepare cost estimates, prepare plans and special provisions, notify and coordinate utility work, notify property owners in writing of scheduled walk repairs, and approve work and recommend payment for completed projects.
- Conduct field surveys of all streets and alleys to determine maintenance requirements.
- Perform various supervisory, administrative, and personnel related tasks.
- Plan and coordinate snow removal programs and plans including a survey of routes and preparation of plans for bus stop snow removal, expressway access routes and major streets.
- Perform other duties as assigned.

REQUIREMENTS

1. Current status as a regularly appointed City of Milwaukee employee.
2. Experience with street maintenance operations, procedures, equipment, and regulations.
3. a. Two years experience at the level of Street Operations Supervisor or higher, managing multiple crews performing street repair and/or maintenance related work.

OR

- b. Bachelor's degree in Engineering and current status at the level of Civil Engineer III or higher.
Equivalent combinations of education and experience may be considered.

4. Two years of supervisory experience.
5. Possession of a valid Wisconsin driver's license at time of appointment and throughout employment.
6. Ability to recommend and issue disciplinary actions.
7. Good communication and interpersonal skills.
8. Must be well organized, flexible, and able to meet deadlines and goals.
9. Good computer skills are desirable.

CURRENT SALARY GRADE (009) IS: \$2247.99 to \$3147.07 biweekly. (Approximately \$58,448 to \$81,824 annually)